A Tutorial Guide for Students
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Getting Started

To launch SmarterProctoring:

- Log in to your Canvas
- Click on the class you want to work in
- At the bottom left hand of the screen, click SmarterProctoring

- The Log in screen will then appear. Click Log in.
• You will be taken to the Launch screen. Click **Launch**.

• You must now **register an account**. After all the information is complete, click **Continue Setup**.
- You will now choose whether or not you want to receive SMS notification/messages from SmarterProctoring.
- After reviewing the information, click **Save Registration**.

- You will now be directed to your **Course Dashboard**.
Scheduling an Exam

- Click on the SmarterProctoring button in your Canvas course.
- On your Course Dashboard you will see the **Your Exams** box. The exam available for the course you selected will be listed.
- To select the course you want, click the **Courses** tab. Choose the course you want from the drop down menu.

- To begin scheduling, click the **Select Proctor** button under the exam you wish to schedule.

- You will now see the **Select Proctor Type** options.
• Select **Face to Face Proctor** if you want to schedule your test at a testing center. Select **Use B Virtual** if you would like to take your test with a live virtual proctor. This option requires payment. **The payment is the responsibility of the student, not the instructor or institution.**

• If you select **B Virtual**, **turn to page 10** for further instructions.

• When you find the location you want, click the **Request Session** button.

• The **Request Blast** box will appear.
- Click the **Continue Scheduling Session**.
- An interactive calendar will then appear.
- Choose the date you want to schedule your test on.

- Select the drop down box and a list of times available on that date will appear. Select the time you want to test. The **Exam Summary** screen will automatically pop-up.
- Verify the information and click **Register**.

![RegisterBlast]

- At this point your scheduling session is complete. Review the information and click **Continue**.
- You will then be directed back to the **Course Dashboard**.

![SmarterProctoring]

- Your test has been scheduled and will appear on the **Course Dashboard**.
Rescheduling an Exam Appointment

- On your Smarter Proctoring dashboard, you will see all of the exams you have scheduled.
- Find the exam you want to cancel and click the red **Reschedule or Cancel Session** button.

- After clicking Reschedule, you will be directed back to the calendar to choose a different appointment date and time.
B Virtual Proctoring Option

- From the following screen, click the Use B Virtual option.

- After you have selected B Virtual, the B Virtual registration screen will appear.

- To schedule your appointment, click the blue Click Here button.
• The **B Virtual Session Details** will appear. From this screen, select the date and time you want to test.

![Image of B Virtual Session Details]

• After selecting the time and day you want to test, the **payment screen will appear**. A debit or credit card is required for payment. Fill in the appropriate information and Submit Payment. **The payment is the responsibility of the student, not the instructor or institution.**

![Image of Session Payment Details]

• After submitting your payment, you will be able to finish the scheduling process.